STATE LEGAL SERVICES AUTHORITY, U.T., CHANDIGARH

(Single Floor, Additional Deluxe Building, Sector-9D, Chandigarh.)

No.SLSA-UT/2025(LADCS)/2026/4284 Dated, Chandigarh the 23.10.2026

NOTICE

Subject: Extension of Last Date for Submission of Applications for the 01 Post of Office Assistant/Clerk.

In continuation of Memo No.SLSA-UT/2025(LADCS)/876 dated 14.05.2025, vide which applications were invited for engagement to the 01 post of Office Assistant/Clerk on a contractual basis under the Legal Aid Defense Counsel System (LADCS), District Legal Services Authority, U.T., Chandigarh, it is hereby notified that the last date for submission of applications for the aforesaid post is hereby extended up to **30.10.2026** by **05:00 pm.**

All other terms and conditions mentioned in the original notice shall remain unchanged. The candidates who have already applied for the aforesaid post need not to apply again.

Eligible candidates who have not yet submitted their applications may submit the same in the **prescribed format** on or before **30.10.2026** by **05:00 p.m.** in the office of **Chief Judicial Magistrate-cum-Secretary, District Legal Services Authority, 2nd Floor, ADR Centre, District Courts Complex, Sector-43, Chandigarh.** Any incomplete or application form received after due date shall not be considered at all. Merely, applying for the engagement doesn't create any right or assurance in favour of the candidates. Annexures as mentioned above may be downloaded from the official website of State Legal Services Authority, U.T., Chandigarh i.e. https://chandigarh.nalsa.gov.in.

This is issued with the approval of the competent authority.

-Sd/-

(Dr. Parminder Kaur)
Member Secretary
State Legal Services Authority
U.T., Chandigarh

Note: The appointment of the Office Assistant/Clerk shall be subject to the decision of Hon'ble Supreme Court of India/NALSA, (if any) on staff of Legal Aid Defense Counsel System.

Annexure A

QUALIFICATION, WORK PROFILE AND HONORARIUM

Qualification and Work Profile

Sr. No.1 **Office Assistant/Clerk**

Qualification:

1. Educational Qualification: Graduation.
2. Basic word processing skills and the ability to operate computer and skills to feed data.
3. Good Typing speed with proper setting of petition.
4. Ability to take dictation and prepare files for presentation in the Courts.
5. File maintenance and processing knowledge.

Work Profile:

- Keeping updated record of legal aided cases.
- Uploading the updated record/progress of the legal aided cases on NALSA portal and digital platforms as per directions.
- Maintaining complete files of legal aided cases and keeping files with proper index in a systematic manner.
- Typing applications, petitions, appeals etc.
- Doing ministerial work related to cases such as filing applications for copies of orders, judgements etc.
- Any work/duty assigned by Legal Services Authority.

HONORARIUM PAYABLE: -

SR. NO.	DISCRIPTION	MONTHLY AMOUNT(S)
1.	OFFICE ASSISTANT/CLERK	RS.22,000/-

Annexure B

APPLICATION FORM FOR ENGAGEMENT OF OFFICE ASSISTANT/CLERK

PROFORMA

STATE : Chandigarh
DISTRICT: Chandigarh
Application No. _____
(For Office use)

APPLICATION FOR THE POST OF _____

Paste recent passport size photograph duly attested by Gazetted Officer

1. Name of the Applicant: _____

   (In Block letters)

2. Father's Name: _____

   (In Block Letters)

3. Date of Birth: _____
   (in Christian Era)

4. Age as on 30.10.2026: _____

5. Address:
   a) Permanent Address _____
   (With Pin Code)

   b) Correspondence Address _____
   (With Pin Code)

   c) Contact No. _____

   d) Email ID: _____

6. Present Occupation: _____

7. Educational Qualifications:-

Examination Degree/Diploma	University/Board	Subject	Year of Passing	%age of marks Class/Grade Distinction

8. Experience: _____
   _____

9. Nationality: _____

10. Marital Status: _____

11. Whether any criminal case has ever been lodged/ is pending against you? If yes, please provide the details of the said case.

Date:
Place: Signature of the Applicant

Declaration by the Applicant

i) I certify that particulars/information given by me in the application form is true and correct according to my knowledge and nothing has been concealed therein and that in case any information/particulars(s) is/are found to be false, fabricated, misrepresented, suppressed or concealed, I shall be liable for appropriate legal action including removal even after my engagement without any notice.

ii) I also solemnly affirm and declare that no criminal case/complaint/inquiry is pending against me and I have also not been charge-sheeted in any inquiry/case.

iii) I have never been debarred from appearing at any examination.

iv) I understand that if any column is left blank, my application can be rejected.

Date:

Place: Signature of the Applicant